



Alexandria Police Department

Directive 1.10



ACCREDITATION PREPAREDNESS

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CONTENTS

1.10.01	POLICY/PURPOSE
1.10.02	BACKGROUND
1.10.03	DEFINITIONS
1.10.04	ACCREDITATION PROCESS
1.10.05	RESPONSIBILITIES
1.10.06	GUIDELINES FOR SPECIFIC TASKS
1.10.07	PROOFS OF COMPLIANCE DOCUMENTATION

1.10.01 POLICY/PURPOSE

It is the policy of this Department to implement the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) standards as they relate to the Alexandria Police Department. The Alexandria Police Department voluntarily participates in CALEA accreditation activities and is committed to remaining accredited through the CALEA process. The Chief of Police fully endorses the accreditation process and has delegated authority to the Planning, Accreditation, and Directives Section to accomplish the accreditation process on his behalf.

The purpose of this Directive is to provide guidance to Alexandria Police Department employees regarding the elements of the accreditation readiness process including preparedness through annual proofs of compliance, [web-based](#) and [site-based](#) assessments.

1.10.02 BACKGROUND

The Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) was established as an independent accreditation authority in 1979 by the four major law enforcement membership associations: International Association of Chiefs of Police (IACP); National Organization of Black Law Enforcement Executives (NOBLE); National

Sheriffs' Association (NSA); and Police Executive Research Forum (PERF). The Executive Directors of these four associations appoint members to the Commission annually; an endorsement requires a majority vote for each appointment.

Successful completion of the accreditation program requires commitment from all levels of the organization, starting with the chief executive officer. To foster commitment, the Commission ensures that law enforcement accreditation is and will continue to be a voluntary program.

Besides the recognition of obtaining international excellence, the primary benefits of accreditation are to provide a professional management model, superior services, controlled liability insurance costs, administrative improvements, greater accountability from supervisors, and increased governmental and community support.

**The Alexandria Police Department has been
continuously accredited since
June 15, 1986.**

1.10.03 DEFINITIONS

Accreditation manager – The overall coordinator of the CALEA program for the Alexandria Police Department.

After action report – A compilation of information from all relevant parties responding to an event or incident reported comprehensively in one document for the entirety of the event or incident.

Analysis - A systematic, structured process for dissecting an event into its basic parts to identify any patterns or trends. Analysis should reveal patterns or trends that could be predictive or could indicate program effectiveness, training needs, equipment upgrade needs and/or policy modification needs.

Assessment – A thorough review using reliable data, measureable activity, and reasonable calculations for the purpose of obtaining conclusions to support forecasted recommendations.

Audit – A sampling and review of cash, financial records, property, or evidence to establish the accuracy of agency records.

CALEA – Commission on Accreditation for Law Enforcement Agencies

Evaluation - A careful appraisal and study to determine the significance and/or worth or condition, and to draw conclusions pertaining to an item, project, or undertaking.

Inspection - A careful and critical examination; a formal review of all components of a particular requirement and an examination of their application.

Web-based assessment – an annual inspection of accreditation files conducted remotely through PowerDMS by a CALEA compliance service member.

Mock on-site – An inspection conducted prior to the official on-site assessment by Accreditation Managers or staff from other CALEA accredited agencies designed to evaluate the APD's potential to successfully complete an on-site assessment.

Site-based assessment - – The *quadrennial* process of CALEA staff/evaluators visiting the APD to observe compliance with CALEA standards and gauge effectiveness of APD's programs.

Proof of compliance – Written directives **and** written documentation that are relevant and appropriate to the standard being addressed; in rare occasions when written documentation is not available, compliance with standards may be verified through observations and interviews.

1.10.04 ACCREDITATION PROCESS

The accreditation/CALEA process *currently* consists of 484 standards divided into 39 chapters. *Accreditation files are developed and managed electronically through PowerDMS.* Many standards are “multi-bulleted” meaning there could be two to twelve individual elements of one standard that must be fulfilled before compliance is confirmed. Currently, there are 895 elements that apply to the Alexandria Police Department.

CALEA reaccreditation requires a four-year review cycle. Each year the agency must submit a status report, statistical tables, and participate in a web-based assessment conducted by a CALEA compliance service member. Quadrennially, the Alexandria Police Department must also participate in a site-based assessment conducted by a team of public safety practitioners designated by CALEA Commissioners. The function of the assessment team is to verify compliance with CALEA standards by focusing on the agency's processes and outcomes. Key components of the assessment are making observations and interviewing employees. Team members also participate in ride-a-longs and conduct meetings with community leaders and citizens culminating in a comprehensive review of the APD's policies, practices and services provided.

An unrecorded call-in session and a public hearing are also components of the site-based assessment process. The call-in session and public hearing information must be published through various media. The assessment team provides a recommendation to the CALEA Commission, which then decides whether to award accredited status for the department. After the on-site assessment, the Chief of Police and the Accreditation Manager must appear before a panel of CALEA Commissioners for an award hearing prior to reaccredited status being granted.

1.10.05 RESPONSIBILITIES

The **Accreditation Manager** is the overall coordinator of the CALEA program for the Alexandria Police Department and is responsible for:

- A. Assigning related accreditation tasks to commanders and supervisors as necessary for the agency to maintain accreditation assessment preparedness.
- B. Interpreting and assigning individual accreditation standards to organizational liaisons based on organizational function and standard applicability.
- C. Monitoring completion of required activities, periodic reports, reviews, and other activities mandated by applicable accreditation standards through a system of checks and balances including but not limited to PowerDMS, a comprehensive excel spreadsheet, calendar entries, and courtesy reminders via email **[11.4.3]**
- D. Maintaining all accreditation compliance files electronically in PowerDMS by soliciting annual proofs of compliance from Bureaus, Divisions, Sections and Units and ensuring the quality and content of the provided document meets the spirit and letter of the standard.
- E. Establishing time lines for compliance documentation submission.
- F. Including the chain of command of the assignee on accreditation compliance requests, assignments, and status notifications.
- G. Providing periodic accreditation status reports to the Chief of Police and appropriate command staff.
- H. Keeping up-to-date with employee assignments and transfers as they apply to accreditation tasks *and* conducting accreditation familiarization training with liaisons responsible for accreditation compliance function.
- I. Providing accreditation familiarization information to all newly employed civilian personnel within thirty (30) days after their employment begins and to all sworn personnel at Local Training conducted immediately after their recruit academy graduation. **[33.5.3a]**
- J. Keeping informed of new and revised accreditation standards and facilitating necessary policy and/or practice adjustments to achieve compliance.
- K. Notifying the appropriate liaison when changes are instituted.

Liaisons shall be identified in each Division, Section and Unit that have accreditation compliance function and will be the primary point of contact in their assigned area for accreditation tasks. Liaisons are responsible for:

- A. Coordinating with the Accreditation Manager on compliance requirements;
- B. Attaining annual compliance with assigned standards, as required by the standard and the Accreditation Manager;
- C. Coordinating with other appropriate departmental staff when an assigned standard crosses functional lines of authority and responsibility; and

- D. Providing complete documentation for assigned standards relevant to the Alexandria Police Department - not specifically to their assigned Division, Section, or Unit, as applicable.

Example 1: Agency policy prohibits strip and body cavity searches to be conducted, except for specific conditions being met. A memo to file is the typical documented "proof of compliance" that agency policy was followed (unless an incident meeting the criteria occurs - then, the incident report narrative is used to validate policy was followed). The memo to file must address all organizational components that could be subject to conducting a strip or body cavity search - Patrol, Criminal Investigations, and/or Vice. Therefore, the memo to file should not indicate there were no strip or body cavity searches conducted by only Vice Detectives. The memo to file should reflect no strip or body cavity searches were conducted by any Alexandria Police Department employee.

Example 2: Agency policy is in place for procedures to follow in the event there is an escape of a detainee during transportation. IF there is an escape incident, the incident report narrative is used to prove agency policy was followed. Fortunately, these incidents do not usually occur. Therefore, a memo to file is necessary to document there were no escape incidents. The memo to file needs to address there were no escapes of detainees during transportation for the entire agency - not just specific to Patrol, TAC, Criminal Investigations, etc.

All employees are responsible to be familiar with the accreditation process and preparedness requirements *for* their functional assignment.

1.10.06	GUIDELINES FOR SPECIFIC TASKS
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Standard 17.4.3 requires an audit of fiscal activities. CALEA defines this audit as a sampling and review of financial records and practices that conforms to generally accepted standards as prescribed by the American Institute of Certified Public Accountants, Government Finance Officers Association, or local legislation.

Standard 84.1.6b requires an audit of agency property and evidence whenever the custodian changes. CALEA defines this audit as a documented accounting of high-risk items (e.g. cash, precious metals, jewelry, firearms, and drugs) and other evidence and non-agency property to establish that all property is accounted for and records can reasonably be assumed correct. For high-risk items this requires a two-tailed random sampling method be applied to achieve a 95% confidence level with a confidence interval of +/- 3 percent. If the sampling method reveals discrepancies in the records of the evidence/property that exceeds a 4% error rate, a 100% inventory must be conducted on all high-risk items and additional sampling of items in general storage to the satisfaction of the CEO, to re-establish the accuracy of all records.

Standard 84.1.6c requires an annual audit of property and evidence by a supervisor not connected with the control of property and evidence. CALEA defines this audit as a significant representative sampling of property including high-risk items.

When a standard requires an “assessment”, an “evaluation”, or an “analysis”, sufficient measureable and comparable data must be included in the report that produces conclusions and recommendations of value to the agency.

Standards with these requirements include but are not limited to:

- 1.3.13 – Use of Force analysis
- 16.1.2 – Workload Assessments
- 21.1.1 – Task analysis
- 25.1.3 – Grievance Analysis
- 31.2.2 – Recruitment Plan Analysis
- 35.1.9 – Evaluation of the Employee Intervention Program
- 41.2.2 – Vehicle Pursuit Analysis
- 44.1.3 – Evaluation of all juvenile enforcement and prevention programs
- 45.1.1 – Evaluation of crime prevention programs agency wide
- 61.1.1 – Evaluation of selective traffic enforcement activities

When generating a report that will be used as a proof of compliance, reference to the directive requiring the report should be contained in the report heading or opening paragraph. If known, the standard reference may also be included. However, standard numbers are subject to change as new standards or modifications to existing standards are made by CALEA.

CALEA requires the following agency demographics and statistics to be reported annually. Assignments are as specified:

Agency Demographics – Assigned to Personnel & Training and Accreditation Manager

Demographics Report

Race/ Ethnicity	Service Population		Available Workforce		Current Sworn Officers		Current Female Sworn Officers	
	#	%	#	%	#	%	#	%
White-non-Hispanic								
Black-non-Hispanic								
Hispanic-Latino of any race								
Other								
Total								

Agency-wide Breakdown of Sworn and Non-Sworn Positions – Assigned to Personnel & Training

Provide numerical data for categories given. Only include the number of full-time sworn and non-sworn positions assigned to the law enforcement function. Exclude part-time positions, volunteers, or employees assigned to corrections, fire services, or other non-law enforcement related functions.

Sworn Personnel

- Non-supervisory positions
- Supervisory
- Command: has direct authority over supervisors
- Executives: CEO and direct reports, except as noted in Command

Non-sworn Personnel

- Non-supervisory positions
- Supervisory
- Managerial: direct authority over supervisors
- Executive: CEO or direct report to the CEO

Sworn Personnel	White non-Hispanic		Black non-Hispanic		Hispanic-Latino any race		Other	
	Male	Female	Male	Female	Male	Female	Male	Female
Non-supervisory positions								
Supervisory								
Command								
Executives								
Subtotal								
Non-sworn Personnel								
Non-supervisory positions								
Supervisory								
Managerial								
Executive								
Subtotal								
TOTAL								

Sworn Officer Promotions – Assigned to Personnel & Training

Race/Gender	Tested	Eligible After Testing	Promoted
White-non-Hispanic			
• Male			
• Female			
Black-non-Hispanic			
• Male			
• Female			
Hispanic-Latino of any race			
• Male			
• Female			
Other			
• Male			
• Female			

Grievances – Assigned to Personnel & Training

Grievances include all formal complaints made by employees related to working conditions, wages, or benefits.

Formal Grievances	
Category	Number
Number of Grievances	

Sworn Officer Selection – Assigned to Personnel & Training

- Applications Received: Include the total number of applications received during the year.
- Applicants Hired: Includes the number of applicants that were hired during the year.

Sworn Officer Selection		
Race/Gender	Applications Received	Applicants Hired
White-non-Hispanic		
• Male		
• Female		
Black-non-Hispanic		
• Male		
• Female		
Hispanic-Latino of any race		
• Male		
• Female		
Other		
• Male		
• Female		
Total		

Personnel Actions – Assigned to Personnel & Training, Internal Investigations, and Accreditation Manager

- Suspension: Includes any loss of work hours or docking of pay as a result of disciplinary action.
- Demotion: Includes any loss of rank, position, or assignment as a result of disciplinary action.
- Resignation in Lieu of Termination: Means anytime an employee resigns their position rather than face disciplinary action.
- Termination: Includes the discharge, termination or firing of an employee as a result of disciplinary action.

- Other: Includes verbal or written warnings, reprimands, counseling, or other actions not otherwise categorized.

TOTAL: Includes the total number of the above personnel actions.

- Commendations: Includes any formal commendations or awards presented to employees for their performance.

Personnel Actions	
Action	Number
Suspension	
Demotion	
Resign in Lieu of Termination	
Termination	
Other	
Total	
Commendations	

Motor Vehicle Pursuits – Assigned to Safety Committee Chairperson

Total Pursuits: The total number of motor vehicle pursuits initiated by Alexandria police officers.

- Forcible Stopping Techniques Used: The total number of forcible stopping techniques used to terminate pursuits.
- Terminated by Agency: The total number of motor vehicle pursuits during the annual period which were terminated or ceased based on the employees own judgement or that of a supervisor.
- Policy Compliant: The total number of motor vehicle pursuits during the annual period which were in compliance with the agency's written directives.
- Policy Non-Compliant: The total number of motor vehicle pursuits during the annual period which were not in compliance with the agency's written directives.
- Collisions: The total number of collisions or crashes that resulted from or related to motor vehicle pursuits during the annual period.
 - Officer Injuries: The total number of employees injured as a result of or related to motor vehicle pursuits during the annual period.
 - Suspect Injuries: The total number of suspects injured as a result of or related to motor vehicle pursuits during the annual period.
 - Third Party Injuries: The total number of people, other than employees or suspects, injured as a result of or related to motor vehicle pursuits during the annual period.
- Reason Initiated: If there are multiple charges, count only the most serious charge.
 - Traffic: The total number of motor vehicle pursuits initiated due to traffic related offenses.
 - Felony: The total number of motor vehicle pursuits initiated due to a felony or serious crime.

- Misdemeanor: The total number of motor vehicle pursuits initiated due to a misdemeanor or minor crime.

Vehicle Pursuits

PURSUITS	Number
Total Pursuits	
• Forcible stopping techniques used	
• Terminated by agency	
• Policy Compliant	
• Policy Non-Compliant	
Total Collisions	
Injuries:	
• Officer	
• Suspects	
• Third Party	
Reason Initiated:	
• Traffic	
• Felony	
• Misdemeanor	

Traffic Contacts – Assigned to Crime Analysis

- Warnings: A documented contact resulting in a verbal or written warning for a traffic violation.
- Citations: A traffic related contact that results in the issuance of a non-custodial citation or summons.

Traffic Warning and Citations

Race/Gender	Warnings	Citations	Total
White non-Hispanic			
• Male			
• Female			
Black non-Hispanic			
• Male			
• Female			
Hispanic/Latino any race			
• Male			
• Female			
Other			
• Male			
• Female			
TOTAL			

UCR/NIBRS Part 1 Crimes – Assigned to Crime Analysis

Crime	Number
Homicide	
Forcible Rape	
Robbery	
Aggravated Assault	
Burglary	
Larceny-Theft	
Motor Vehicle Theft	
Arson	

Calls for Service – Assigned to Crime Analysis

The number of criminal and non-criminal incidents reported to the law enforcement agency.

(Year)
(Number of Calls)

Bias Based Policing – Assigned to Internal Investigations

- Traffic Contacts: Includes all complaints of bias-based related traffic stops whether or not a citation or warning was issued.
- Field Contacts: Includes all complaints of bias-based related to citizen contacts during field interviews, investigative stops, etc.
- Asset Forfeiture: Includes all complaints of bias-based related cases of criminal or civil asset forfeiture.

Biased Based Policing Complaints

Complaints from:	Number
Traffic Contacts	
Field Contacts	
Asset Forfeiture	

Complaints and Internal Investigations – Assigned to Internal Investigations

- Citizen Complaint: The total number of complaints against the agency or its employee submitted by citizens or organizations outside of the agency.
- Directed complaint: The total number of complaints against the agency or its employees submitted by a member of the agency or initiated by the agency.

- Sustained: The total number of citizen complaints which were determined to be valid and either the agency or its employee(s) is responsible for some causal act or omission.
- Not Sustained: The total number of citizen complaints which were determined to be valid; however, it could not be determined whether or not the agency or its employee(s) were responsible for some causal act or omission.
- Unfounded: The total number of citizen complaints which were determined not to be valid (aka the situation described did not occur).
- Exonerated: The total number of citizen complaints which were determined to be valid; however, the agency or its employee(s) acted appropriately.

Complaints and Internal Affairs Investigations

External	
/Citizen Complaint	
Sustained	
Not Sustained	
Unfounded	
Exonerated	
Internal	
/Directed complaint	
Sustained	
Not Sustained	
Unfounded	
Exonerated	

Use of Force – Assigned to Internal Investigations

- Firearm: Includes the total number of display and actual discharge of a pistol, rifle or shotgun by an agency member on or off duty; excluding training sessions, recreational shooting, hunting or euthanizing an animal.
 - Firearm – Display: Includes pointing a pistol, rifle or shotgun by an agency member on or off duty for the purpose of using force for defensive actions; excluding training sessions, recreational shooting, hunting or euthanizing an animal.
 - Firearm – Discharge: Includes the actual firing or discharge of a pistol, rifle or shotgun by an agency member on or off duty; excluding training sessions, recreational shooting, hunting or euthanizing an animal.
- ECW: Includes the total number of display and actual discharge of an Electronic Conductive Weapon, such as Taser® or similar device on another person.
 - ECW – Display: Includes pointing of an Electronic Conductive Weapon, such as Taser® or similar device on another person for the purpose of using force for defensive actions.
 - ECW – Discharge: Includes the actual deployment or discharge of an Electronic Conductive Weapon, such as Taser® or similar device on another person, excluding discharges conducted during training sessions.
- Baton: Includes the actual use of a fixed or expandable baton, and use of any other item in a similar manner as a baton (i.e. flashlight, etc.) to strike another person, excluding training sessions.
- Chemical / OC: Includes the discharge of any chemical (CS, CN) or oleoresin capsicum (OC) weapon, such as aerosol, liquid or powder, regardless of

dispersal method (i.e. spray, launched munition, hand thrown device, etc.) on another person(s), excluding training sessions.

- **Weaponless:** Includes the actual use of any physical force to control another person, such as pressure points, joint manipulation, take-downs, punches, kicks, etc.
- **Canine:** The total number of canine releases and the total number of releases with bites

Total Uses of Force: Total of the above use of force numbers, exclude the number of suspect injuries/fatalities.

Total Number of Suspects Receiving non-Fatal Injuries: The total number of non-fatal injuries, by race and gender, of all uses of force.

Total Number of Suspects Receiving Fatal Injuries: The total number of fatal injuries, by race and gender, of all uses of force.

Total Number of Incidents Resulting in Officer Injury or Death: The total number of incidents resulting in officer injury or death.

Total Use of Force Arrests: The total number of incidents where the above force was used.

Total Agency Custodial Arrests: The total number of custodial arrests made by the agency.

Complaints: The total number of use of force complaints levied against the agency.

Use of Force

[illegible]

1.10.07 PROOFS OF COMPLIANCE DOCUMENTATION

Scanning proofs of compliance and sending them by email to the accreditation manager is the preferred method of submission. Write the standard number in the upper right corner of the document. Redact the document as needed. Redacted documents must be legible. Paper documents may be submitted in the following manner:

- Single sided
- Loose Leaf - NO STAPLES - (paper clips are permitted to separate groups of documents)
- No highlighting
- No standard reference is written on the document
- Standard reference and any applicable notes are contained on a post-it note fixed to the proof document
- Redacted documents must be legible

Documents not meeting the criteria above will be returned for correction and resubmission.

BY AUTHORITY OF:

Earl L. Cook
Chief of Police